Registrations - User Guide for Members Registering

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Welcome to the new Online Registration System for Members of affiliated Yachting Australia Clubs & Class Associations. When your Club or Class Association provide you with a link to an Online Registration form, you will need to follow the following steps to complete your online registration.

Step 1: Select a Registration Method

The registration form will provide you with 3 Registration Methods.

If you are a Member with an Existing YA Number and registering online for the first time, you will fall into the Second Option (You do not know your Password but have an existing YA Number) which will allow you to set a password in order to login.

- You Know your Username & Password
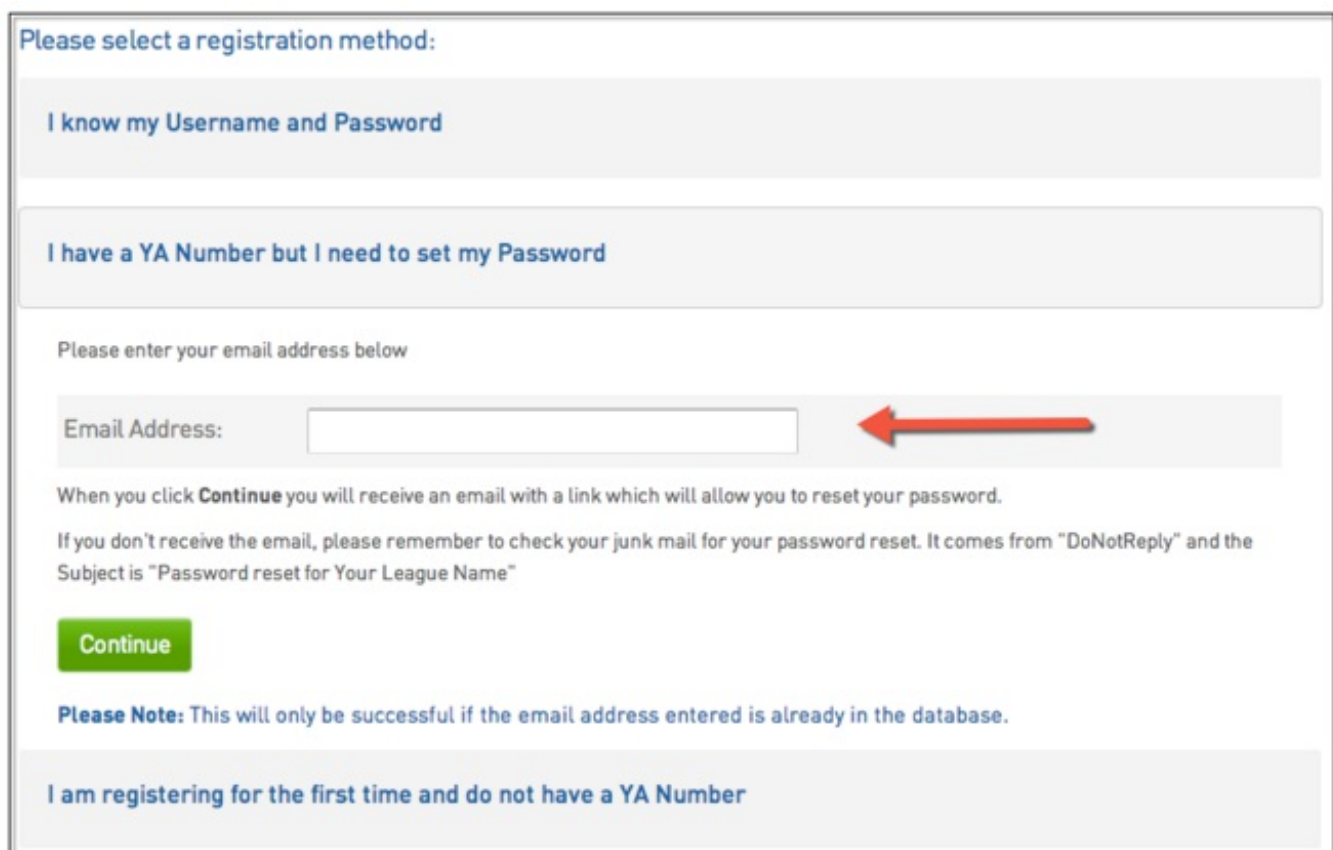- You do not know your Password but have an existing YA Number
- You are registering for the first time and do not have a YA Number

Step 2A: Request a Password Reset

1. To set or reset your password, click 'I have a YA Number but I need to set my Password'. Your password must be at least 6 characters long, and must include upper and lower case characters, and at least one number.
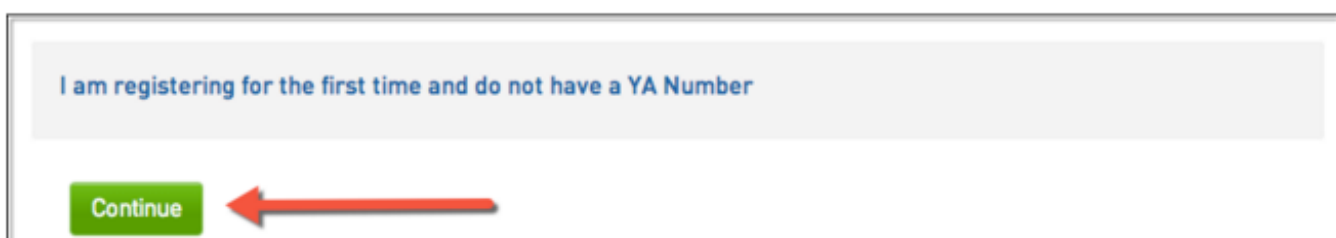
- If the email address entered cannot be found and you are an existing member you should contact the most recent organisation you were registered with to verify what email you have listed. Alternatively request the organisation to populate an email for you so you can then request a password reset.

-Once you have set your password, click 'I know my Username and Password' and follow the prompts to register. More information on registering can be found below.

Step 2B: Register as a New Member- this will generate a YA number for you.

1. The next page will prompt you for basic information. Ensure all compulsory fields are filled out.

Club Online Registration Form

Each Member must complete all mandatory fields in order to complete their registration.

This process is designed to save valuable time for both you and your Club and requires all individuals to supply accurate personal and contact information for Membership and Insurance compliance.

To learn more about our sport, benefits and the associated representative pathways visit www.yachting.org.au/information-services/club-members

Please follow the instructions on the accompanying pages to complete registration.

Legal first name :	_____ *
Family name :	_____ *
Date of Birth :	___ / ___ / ___ * DAY MONTH YEAR
Gender :	___ *
Registering As :	○ Youth ○ Adult ○ Social * Please choose at least one type

Continue

2. Once you have clicked 'Continue' - you will be taken to the 'Extra Info' page. Please fill out all necessary information.

Yachting Australia

⊘ Choose Type	⊘ Basic Info	3. Extra Info	4. Summary

Club Online Registration Form

Welcome to the Online Individual Registration process.

Please populate all required fields to complete your individual registration.

If you have any difficulties during this process, please contact your Club or State Association.

Registering as:

- Youth

Personal Details

Salutation:	
Date of Birth:	12/02/1999
Legal first name:	Test

Emergency Contact Details

Emergency Contact Name:	[_____]
Emergency Contact Number:	[_____]
Emergency Contact Number 2:	[_____]
Emergency Contact Email:	[_____]
Emergency Contact Relationship:	[_____]

Medical Details

Any Medical Conditions?:	☐
Declared Medical Conditions:	[_____]
Declared Disability:	[_____]
Can You Swim:	[▾] ⊙

3. Towards the bottom of page, you will see products available for purchase. They will come under the heading, 'Items'. Click the box next to the product you wish to purchase and click 'Continue'.

Items

Check the box against the items you would like to select

Select	Qty	Name	Cost
Registration			
☐	1	Club membership fees	$100.00
☐	1	Test Registration Thursday	$100.00

4. This will take you through to the Summary page and you will have the option to pay.

Thank you, we have registered you in **Albert Park Yacht Club**.

Your registration is now complete subject to any relevant registration fees .

You will receive an email with details about how to set your password.

Pay now

Invoice Number	Item	Name	Price
148618853	Registration - Club membership fees		$100.00
Total			$100.00

If you prefer to Pay Online, this will assist our Club with management and administration.

5. Click 'Proceed to Payment' and fill out payment details.

Please confirm the details above, then click the **Pay Now** button to make an online payment.

We Accept:

Proceed to Payment

For further assistance please contact Online Services:

onlineservices@yachting.org.au

02 8424 7400

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